

# NC eProcurement

## Responding to a Sourcing Event

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When a vendor learns of a bid opportunity with the State of North Carolina via an IPS posting, they can follow an embedded URL link to a public posting summary on Ariba Discovery. Vendors with an Ariba Network account can then respond to the Solicitation by accessing the **'Sourcing Event,'** which is an electronic collection of all the requisite details provided by the State's Sourcing Agent, and a template into which a vendor can respond with information and attachments.

### I. Ariba Discovery Public Posting

IPS will direct vendors to the Public Posting for the **'Sourcing Event'** on Ariba Discovery. Vendors do not need an Ariba Network account to see this page.

1. The **'Title'** of the Event will be listed in the top left of the Public Posting.
2. **'State of North Carolina'** will display below that indicating that this Event is for a Solicitation from a State Agency.
3. Bid Timing information will display below that, alerting the user to important timing specifications, such as when bidding opens and closes.

**Note:** The actual time for the **'Response Deadline'** may be different than what is listed on this page. Ariba Discovery postings default to display times in the Pacific Time Zone on the due date, so they will appear to close 3 hours before they actually do. Sourcing Agents are instructed to note the actual closing time in the **'Posting Summary'** field towards the bottom of this page, and it should be clear exactly what that is once the user selects to Respond to this posting.

4. The **'Public Posting'** field will list the URL for the page that is currently displayed.
5. **'Product and Service Categories'** and **'Ship-to or Service Locations'** are the values that will trigger a Discovery User to see this posting in the **'My Leads'** section of their Ariba Network homepage.
6. The **'Posting Summary'** field will include a brief description by the State's Sourcing Agent as to the overall nature of the Solicitation, and this should match what was posted in IPS.

**Note:** As mentioned in Step 3, the Sourcing Agent should include a note here of what the actual due date and time is for the solicitation.

7. If the vendor has questions for the State's Sourcing Agent, they should NOT use the **'Questions & Answers'** section at the bottom of the page. Per the instructions in the Solicitation Document, questions should be directed to the Sourcing Agent via the **'Event Messages'** page within the Sourcing Event. This can be accessed once the vendor clicks the **'Respond to Posting'** button.
8. If the user decides they would like to respond to this solicitation request with a bid or proposal, they will click the orange **'Respond to Posting'** button. If they are already logged into their Ariba Network account, they will be taken directly to the Sourcing Event. If they are not, they will be taken to the Login page before being redirected to the Sourcing Event. If they do not have an Ariba Network account, they can create one so that they will be able to respond to this Solicitation via the Sourcing Event. For more information on creating an account, please see the ['Accessing the Ariba Network'](#) Job Aid.

# NC eProcurement

## Responding to a Sourcing Event

This is a public sector / buyer funded posting and you can respond for free ⓘ

**DISCOVERY TESTING 10132020** ← Sourcing Event 'Title' and Bid timing information.

State of North Carolina ⓘ

Posted On: 13 Oct 2020  
Open for bidding on: 13 Oct 2020  
Response Deadline: 31 Dec 2020 8:59 PM PST

1 Q&A

Respond to Posting Add to Watchlist Not Interested | Share: f t in e

Opportunity Amount: **Less than \$1000 USD**  
Response Deadline: 31 Dec 2020 8:59 PM PST  
(Buyers can close postings early)  
Posting ID: 9090239(Doc100823293)  
Posting Type: Request for Information  
Public Posting: <http://discovery.ariba.com/rfx/9090239> ← Click 'Respond to Posting' to submit a bid to this Solicitation via the Sourcing Event.

**Product and Service Categories**  
• Cleaning machines for seed or grain or dried leguminous vegetables

**Ship-to or Service Locations**  
• North Carolina - United States

**Posting Summary**  
DISCOVERY TESTING 10132020 - DO NOT RESPOND  
NOTE: Actual Closing Time on 31 Dec 2020 is 1:30 PM EST ← Summary of the Solicitation opportunity including a note on the actual end time on the Bid due date.

**Questions & Answers**  
Ask Buyer a question...

## II. The Sourcing Event Overview

Once the user clicks on **'Respond to Posting'**, they will be directed to the Sourcing Event where they can review the details of the Solicitation and provide a response to the Sourcing Agent for their consideration.

1. The top of the Sourcing Event will display the event title and a countdown clock of the time remaining for vendors to submit their bid. Despite what may have been listed (Pacific Time Zone) in the Ariba Discovery Public Posting, the timing in the top right will be the official deadline, down to the second.
2. The left side of the screen will provide a **'Checklist'** of the steps to be taken when responding to this Solicitation. Users can **'Review Event Details'** by clicking on the numbered **'Event Content'** sections below to change the view of what's on their screen. A subsequent screen will show all of this information in great detail all together.
3. The next step will be to **'Review and Accept Prerequisites'**, which represents the bidder agreement, and acceptance of these is required to submit a bid.
4. Additionally, the **'Download Content'** button will allow the user to download Event information in a detailed Excel document, as well as download any attachments the Sourcing Agent included in this Event. The user can click **'Decline to Respond'** if they do not wish to submit a bid for the Solicitation, but do wish to let the Sourcing Agent know they saw the posting, and the **'Print Event Information'** button will export Event information into a Word document.

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## Responding to a Sourcing Event

STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT**  
ONLINE SHOPPING STATEWIDE TERM CONTRACTS  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

**Event Details** Doc114057374 - Example Sourcing Event

Time remaining: 14 days 02:14:46

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

Welcome to the State of North Carolina's Sourcing Tool (Section 1 of 7) Next

1 Welcome to the State of North Carolina's Sourcing Tool

Event Overview and T

Click 'Review Prerequisites' to accept the bidder agreement and continue the process of submitting a bid.

Countdown clock indicating time remaining for bids to be accepted.

'Checklist' of steps to take and Content Section.

- After clicking 'Review Prerequisites,' the bidder agreement is displayed, and the user must accept the terms to move forward with their bid.

**Prerequisites** Doc292268121 - Example Sourcing Event

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

- Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*  
BA v1.1 19Aug05

☐ I accept the terms of this agreement.

☒ I do not accept the terms of this agreement.

Accept the bidder terms displayed above and click 'OK.'

OK Cancel

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6. Once the terms have been accepted, the entirety of the Event content will display. This is where all important information and instructions for vendors to consider when responding will be located.
7. The Sourcing Event content will be broken down into numbered sections, typically as follows:
  - 1) **Welcome to the State of North Carolina's Sourcing Tool:** A welcome message and outline of the overall process for submitting a bid. No action is required in this section.
  - 2) **Instructions on How to Use the Sourcing Tool:** Instructions, tips, and links to resources for help in submitting a bid. No action is required in this section.

**Note:** Questions or issues related to using the Sourcing Tool can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

  - 3) **Solicitation Document and Details:** In this section vendors will find the '**Solicitation Document**' that includes the important, specific details about the Solicitation to which they will respond with a bid. They can also find vendor instructions, general terms and conditions, and any '**Addenda**' to the Solicitation will also be posted here if necessary. This is the first section that will have subsections.
  - 4) **Vendor Information:** In this section vendors will provide their NC eVP '**Customer Number**.' This is found by logging into eVP and going to the '**Company Information**' section.

- 5) **Pricing Submittal:** Vendors will download an attachment, fill it out with their pricing information, and reattach it for the Sourcing Agents to review. Less commonly, vendors may be asked to enter their pricing information directly into the tool via a '**Line Item Pricing**' field instead of via attachment.
- 6) **Vendor Response:** This section contains several attachments for the vendor to download, complete, and reattach, that the Sourcing Agent will consider along with the pricing submittal when reviewing all responses. Most of these attachments are required to be returned in order to submit the response.

**Note:** The exact content in each of these sections may differ based on the type of Solicitation posted by the State's Sourcing Agent. An **IT Solicitation** will be structured slightly different than a **Non-IT Solicitation**, and the exact structure of a **Solicitation for Goods** (more attachments in Section 6) will differ slightly from that of a **Solicitation for Services**. It is extremely important that vendors responding to Solicitations pay close attention to the exact structure of that specific Sourcing Event, as it could differ slightly from that in a separate Event to which they have previously responded for the State.

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## Responding to a Sourcing Event

Console Doc292268121 - Example Sourcing Event Time remaining 13 days 22:51:04

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

1. Welcome to the State...

2. Instructions on How to Use the Sourcing Tool

3. Solicitation Document and Details

4. Vendor Identification

5. Pricing Submittal

6. Vendor Response

1. Welcome to the State of North Carolina's Sourcing Tool

Welcome to the State of North Carolina's Sourcing Tool, which is intended to streamline the sourcing process. Vendors may review the details of this solicitation in the attached document found in Section 3. This includes details on the intent, use, duration, and scope of the goods and / or services being requested, information on the solicitation process and instructions on how to respond, and the State's terms and conditions. Vendors may develop their responses and upload the applicable documents for submission to the State in Sections 4, 5 and 6.

2. Instructions on How to Use the Sourcing Tool

For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/vendor-training>

Questions related to the content of the solicitation or the procurement process should be directed to the North Carolina eProcurement Help Desk at 888.888.8888, 5:00 PM EST.

Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Tool.
2. Vendors may submit their responses early to make sure there are no issues, and then submit their response.
3. Questions or items that are required are denoted with an asterisk. The Sourcing Tool will send error messages to help identify any required information that is missing when a response is submitted.
4. Simply saving your response in the Sourcing Tool is not the same as submitting your response. Your response was successfully submitted.

▼ 3. Solicitation Document and Details

This section contains the details of the Solicitation, including details on the intent, use, duration, instructions on how to respond, and the State's terms and conditions. Any issued Addenda to the Solicitation will be included in this section.

3.1 SOLICITATION DOCUMENT

This document includes details on the intent, use, duration, and scope of the goods and / or services being requested, information on the solicitation process and instructions on how to respond, and the State's terms and conditions. [Completed Solicitation Document.pdf](#)

3.2 VENDOR QUESTIONS

Vendor shall submit any questions they may have regarding this Solicitation or the Solicitation Process via the Sourcing Tool's Event Messages page. Written questions concerning this Solicitation will be received until the date and time listed in Section 2.4 of this Solicitation Document.

Sections 1 and 2 are strictly

Section 3 and those below it have subsections that include information and documents for the vendor to download to get a full understanding of the type of bid the State's Sourcing Agent is looking for. Sections 4 through 6 require vendors to respond with information and attachments that will make up its full bid response.

### III. Downloading Attachments

It will be important for vendors to download certain documents when composing their bids, the '**Solicitation Document**' being the most important of these.

1. Navigate to subsection 3.1 and click on the attached document highlighted by blue text, then click '**Download this attachment**' in the subsequent popup menu. This should be the '**Solicitation Document**' that the Sourcing Agent has customized for this specific Solicitation. It will include information and instructions about timing, Agency contacts, and many other important details. Keep this for informational purposes and be sure to read it very carefully for any important instructions for formulating a bid.

Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

1. Welcome to the State...

2. Instructions on How to Use the Sourcing Tool

3. Solicitation Document and Details

4. Vendor Identification

4. Simply saving your response in the Sourcing Tool is not the same as submitting your response. Your response was successfully submitted.

▼ 3. Solicitation Document and Details

This section contains the details of the Solicitation, including details on the intent, use, duration, instructions on how to respond, and the State's terms and conditions. Any issued Addenda to the Solicitation will be included in this section.

3.1 SOLICITATION DOCUMENT

This document includes details on the intent, use, duration, and scope of the goods and / or services being requested, information on the solicitation process and instructions on how to respond, and the State's terms and conditions. [Completed Solicitation Document.pdf](#)

3.2 VENDOR QUESTIONS

Vendor shall submit any questions they may have regarding this Solicitation or the Solicitation Process via the Sourcing Tool's Event Messages page. Written questions concerning this Solicitation will be received until the date and time listed in Section 2.4 of this Solicitation Document.

References

3.3 ATTACHMENT B: INSTRUCTIONS TO VENDORS [Form\\_North-Carolina-Instructions-to-Vendors\\_09.2021.pdf](#)

3.4 ATTACHMENT C: NC GENERAL TERMS AND CONDITIONS [Form\\_North-Carolina-General-Terms-and-Conditions\\_09.2021.pdf](#)

▼ 4. Vendor Identification

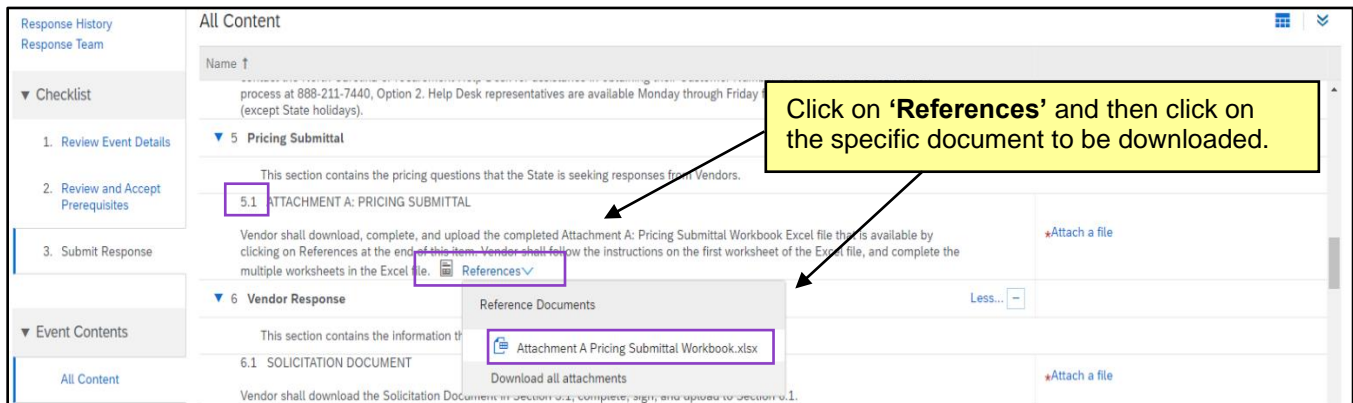
In Section 3.1, click on and download the attached document, which will be the very-important '**Solicitation Document**' that will be customized for this specific Solicitation.



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## Responding to a Sourcing Event

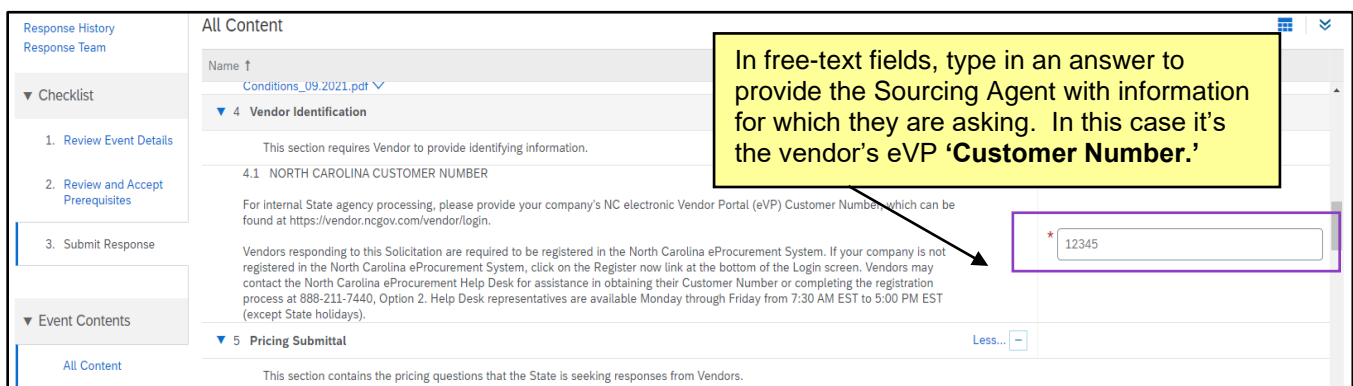
- Other subsections may have a **'References'** section following their text. Vendors can find important documents to download here, as well. A specific example of this is in subsection 5.1 in the below screenshot which contains the **'Pricing Submittal Workbook'** for the vendor to download, fill out, and reattach.
- Click on **'References'** highlighted in blue text at the end of the subsection and select the specific document to download. If there are multiple documents to download, the user may click **'Download all attachments.'**



## IV. Providing a Bid Response via Answers and Attachments

Beginning in Section 4, as the vendor scrolls down the Content section of the Sourcing Event, there will be fields into which they can provide answers to questions or upload attachments. Answers in some of those fields will be entered with free-text while the other sections will allow the vendor to upload those attachments. A red asterisk (\*) to the left of a field will indicate that an answer or attachment is required. If a vendor attempts to submit a bid without having completed all required fields, the system will display an error message and direct the vendor to the incomplete field(s).

- Subsection 4.1 is the first field into which an answer can be provided. This is a free-text field and is required, as designated by the red asterisk.
- The vendor should type their eVP **'Customer Number'** into this field.



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STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT** PURCHASE  
ONLINE SHOPPING STATEWIDE TERM CONTRACT  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

- Subsection is **5.1** is the next field that needs to be answered. After downloading the Pricing Template per the instructions in Step 3 of the previous section, the vendor should fill it out with their pricing specifics and attach it back to the response by clicking on **'Attach a file.'** On the subsequent **'Add Attachment'** screen, browse and select the file to attach from their desktop, then click **'OK.'**

The screenshot shows the 'All Content' page for a sourcing event. On the left is a sidebar with a 'Checklist' containing 'Review Event Details', 'Review and Accept Prerequisites', and 'Submit Response'. The main area is titled 'All Content' and shows a list of subsections. Subsection 5.1, 'ATTACHMENT A: PRICING SUBMITTAL', is expanded. It contains instructions for vendors to download, complete, and upload a pricing submittal workbook. A red box highlights the 'Attach a file' button in the top right corner of the subsection content area.

- Once the file is attached, it will display by name where **'Attach a file'** used to display. If the wrong file was attached, click **'Update a file'** to replace it, or click **'Delete file'** to remove it.

This screenshot shows the same 'All Content' page as before, but now the 'Attach a file' button has been replaced by the name of the attached file: 'Attachment A Pricing Submittal Workbook.xlsx'. A yellow box highlights this text, and an arrow points to it from a text box that says 'The attached document will now display by name.' The 'Update file' and 'Delete file' buttons are also visible next to the file name.

- Section 6 provides several other subsections in which to return a completed attachment, most importantly is subsection **6.1**, where the vendor will return the completed Solicitation Document from subsection **3.1** that includes their signature. For most of these subsections, it will be required that an attachment is returned, and solicitations for **'Goods'** will have more subsections than those for **'Services.'**

**Note:** It is important to verify that all returned attachments contain the correct information and can be opened by the Sourcing Agent. The file size limit is 100MB.

This screenshot shows the 'All Content' page for a sourcing event, specifically the '6 Vendor Response' section. The sidebar on the left includes 'Event Messages', 'Response History', 'Response Team', and 'Event Contents'. The main area shows subsection 6.1, 'SOLICITATION DOCUMENT', which is expanded. It contains instructions for vendors to download, complete, sign, and upload a solicitation document. A yellow box highlights the 'Attach a file' button in the top right corner of the subsection content area. A text box with an arrow points to this button, stating: 'Click 'Attach a file' to select and attach the appropriate file for the Sourcing Agent to consider'.

### V. Submitting a Bid Response

- When all questions have been answered and attachments have been uploaded, the vendor should carefully review their answers for accuracy, scroll to the bottom of the screen, and click the **'Submit Entire Response'** button if they are ready to send their bid to the Sourcing Agent for consideration. If there is still more work to be done and the bid is not ready to be submitted quite yet, the user can click **'Save draft'** and return to complete the response portion at a later time.

#### Notes:

- It is advised that bids responses be submitted 48 hours prior to the bid **'Due Date'** time, and that vendors open all attachments to check that they are accurate and readable before submitting.
- If a vendor needs to submit separate bid responses to the same Sourcing Event for multiple subsidiaries (NOT alternative bids from the same vendor) to be evaluated separately against each other, they should create separate Ariba Network accounts for each subsidiary. For more information on creating accounts, please see the ['Accessing the Ariba Network'](#) job aid.

When all information has been entered and the bid is ready to be submitted, click the **'Submit Entire Response'** button.

The screenshot shows the 'All Content' section of a sourcing event. A yellow callout box points to the 'Submit Entire Response' button at the bottom of the page. The button is highlighted with a red border. Other buttons visible are 'Save draft', 'Compose Message', and 'Excel Import'.

- If any required information is missing, an error notification will prevent submission and alert the user to the specific issue that needs to be corrected. The vendor should fill those out and then click **'Submit Entire Response'** again.

An error message at the top of the screen will alert the user to any required fields that have not been completed. A second error message and a red box will highlight that specific field down the page.

The screenshot shows the 'All Content' section of a sourcing event. A red error message is displayed at the top: 'There is 1 problem that requires completion or correction in order to complete your request.' A yellow callout box points to this message. Another yellow callout box points to a red box around a text input field labeled 'Example Additional Question'. The red box contains the text: 'You need to provide an answer to Question 7, 'Example Additional Question.''. The 'Submit Entire Response' button is highlighted with a red border.

- Once a bid has been successfully submitted, a note at the top will read "You have submitted a response for this event. Thank you for participating." That and a visible **'Revise/Alternative Response'** button will confirm that your bid has been submitted. As well, users can click on **'Response History'** in the top left of the screen to see the exact timing of when bids were submitted and accepted.



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You have submitted a response for this event. Thank you for participating.

Revise/Alternative Response

The bid submittal success notification at the top of the screen as well as the 'Revise/Alternative Response' button will confirm that the bid has been successfully submitted. Clicking on 'Response History' will provide further specific details about when the bid was submitted.

- The 'Response History' page will display if the vendor clicks 'Response History.'

Response History - Example Sourcing Event

Click on the Name of a response to see details, including the lots and information submitted.

Details on the status, timing, and specific submitter of the response can be found on the 'Response History' page.

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created
ID35553406	State Supplier	State Supplier	Accepted	11/10/2020 03:48:06 PM	11/10/2020 03:48:07 PM

## VI. Asking Questions via the Message Board

Vendors may ask questions to the Sourcing Agent up until the deadline listed for a question and answer period in the Solicitation Document. Per subsection 3.2, vendors are instructed to submit questions regarding the Solicitation or Solicitation Process via the Sourcing Tool's 'Event Messages' page.

- To submit a question to a Sourcing Agent, click the 'Event Messages' link in the top left of the screen, or to create a message immediately, click the 'Compose Message' button at the bottom of the screen.

Event Messages

Response History

Response Team

Click on 'Event Messages' to go to the 'Event Messages' page or click on 'Compose Message' to go directly to composing a new message.

Compose Message

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- The **'Event Messages'** page will display all outgoing and incoming messages relating to the Sourcing Event. Some messages will be solely between the Sourcing Agent and the vendor, while other messages from the Sourcing Agent will have gone to all vendors who have responded to the Event. Click on **'Back to Console'** to return to the Event overview or click **'Compose Message'** to create and submit a question to the Sourcing Agent.
- The **'Compose New Message'** page will display. The vendor must enter a descriptive **'Subject'** (see instructions provided in the Solicitation Document) and include a message to the Sourcing Agent. There is also an option to click on **'Attach a file'** and upload the any necessary files, then click **'Send.'**

**Compose New Message**

From: NC Test Vendor (State Supplier)

To: Project Team

Subject: IFB #292268121 - Example Question

Attachments: [Attach a file](#)

**Send** **Cancel**

Customize the **'Subject'** and the message body, attach the any necessary documents, and click **'Send.'**

**B** **I** **U** **1 (8 pt)** **font**

The vendor can ask their question here.

- The outgoing message will display on the **'Event Messages'** page with details including a time stamp.

**Messages**

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input checked="" type="radio"/>	MSG25798702.1	No	10/15/2021 09:51 AM	NC Test Vendor	State Supplier	Participants (1) Team (1)	RE: IFB #292268121 - Example Question
<input type="radio"/>	MSG25798702	Yes				DPCSourcing15	IFB #292268121 - Example Question
<input type="radio"/>	MSG25798253	No				DPCSourcing15	Question Regarding Doc292268121 - Example Sourcing Event

**A paperclip icon will signify the message has an attachment.**

**View** **Reply** **Compose Message** **Download all attachments**

- If the Sourcing Agent replies, the message will display at the top of the **'Event Messages'** page. Clicking the radio button to the left of the message will reveal the **'View'** and **'Reply'** buttons. Clicking **'View'** or clicking on the message's **'Subject'** will display the message details.

**Messages**

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input checked="" type="radio"/>	MSG25798702.1	No	10/15/2021 09:51 AM	NC Test Vendor	State Supplier	Participants (1) Team (1)	RE: IFB #292268121 - Example Question
<input type="radio"/>	MSG25798702	Yes	10/15/2021 09:50 AM	NC Test Vendor	State Supplier	DPCSourcing15	IFB #292268121 - Example Question
<input type="radio"/>	MSG25798253	No	10/13/2021 12:42 PM	NC Test Vendor	State Supplier	DPCSourcing15	292268121 - Example Sourcing Event

**Selecting the radio button next to the new message will reveal the 'View' and 'Reply' buttons.**

**View** **Reply** **Compose Message** **Download**

**Back to Console**

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- Message details include the previous message to which the Sourcing Agent replied. Click **'Done'** to go back to the **'Event Messages'** page, or **'Reply'** to respond to the Sourcing Agent.

View Message

Done

Reply

Id: MSG25798702.2

From: NC eProcurement - TEST (DPCSourcing15)

Sent: 10/15/2021 12:29 PM

To: Project Team; NC Test Vendor(State Supplier); NC eProcurement - TEST(DPCSourcing15)

Subject: RE: IFB #292268121 - Example Question

Thank you for your question. I will follow up with more details soon.

Id: MSG25798702.1

Sent: 10/15/2021 09:51 AM

Subject: RE: IFB #292268121 - Example Question

Here is an example of a question from a vendor?

The new message will display above the previous message to which the Sourcing Agent responded.

## VII. Finding and Responding to an Addendum

If a Sourcing Agent needs to issue an Addendum to the original Sourcing Event, whether responding to vendor questions or for any other reason, they will fill out a document detailing the changes and post that document into Section 3 of the Sourcing Event. They are also encouraged to notify any vendors who have already submitted a bid response that an Addendum has been issued, and this notification should come via an **'Event Message'** as well as an email to the address on file for the responding vendor account.

If a vendor has not yet responded with a bid by the time an Addendum is posted, they should just take the addendum into account when submitting their initial bid. If they have already responded and wish to revise their bid based on new information, they can initiate an update by clicking the **'Revise/Alternative Response'** button.

- Vendors who have submitted a response should be notified anytime the Sourcing Event is updated via the **'Event Messages'** page. The message subject should indicate that the **'Sourcing Event has changed.'** Vendors should also receive this message via email.

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG3994353	No	11/10/2020 06:09 PM	NC eProcurement - TEST	SourcingTrainer03	State Supplier	Event Example Sourcing Event has changed.
<input type="radio"/>	MSG3991421.1	No	11/10/2020 05:21 PM	NC eProcurement - TEST	SourcingTrainer03	Participants (1) Team (1)	RE: Question Regarding sc114057374 - Example S
<input checked="" type="radio"/>	MSG3991421	No	11/10/2020 05:12 PM	NC Test Vendor	State Supplier		
<input type="radio"/>	MSG3991417	Not Applicable	11/10/2020 03:48 PM	NC Test Vendor	State Supplier		
<input type="radio"/>	MSG3994299	Not Applicable	11/10/2020 11:04 AM	NC eProcurement - TEST	SourcingTrainer03		

An **'Event Message'** will notify any vendors who have already submitted a bid response that the Sourcing Event has been updated.

View

Reply

Compose Message

Download all attachments

- Clicking **'View'** or on the message's **'Subject'** will provide more details about the change, in this case indicating that a change has been made to the Sourcing Event. If viewing via email, the vendor can click a hyperlink that will take them directly from the email to the Sourcing Event (Note: they'll be directed to a log in page first).

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## Responding to a Sourcing Event

- Sourcing Agents are advised to add an Addendum directly to Section 3. In most cases this should result in an Addendum being attached to subsection 3.5 and continuing for every subsequent addendum (3.6, 3.7, etc). Vendors should locate the Addendum, download and read the attachment by clicking on the blue text, and respond accordingly.

## VIII. Revising a Submitted Bid Response

Vendors can revise their submitted bid response as many times as necessary until the Event's deadline for accepting responses as indicated by the countdown clock in the top right of the screen.

- As long as the Sourcing Agent is still accepting responses to their Solicitation in the Sourcing Event, vendors can unlock a previously submitted bid response for revision by clicking the **'Revise/Alternative Response'** button at the top of the screen.

- Answer fields will be open for overwriting, and new attachments can be added.

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## Responding to a Sourcing Event

- When all necessary changes have been made, click **'Submit Entire Response'** to finalize and send the updated bid response to the Sourcing Agent, or click **'Reload Last Bid'** to erase any changes and revert to the version on file before the edits were initiated.

### Notes:

- If a revision is initiated but never resubmitted, or time expires before the vendor is able to resubmit, the last bid response on file will be the version evaluated by the Sourcing Agent.
- The revised submittal will be recorded on the **'Event Messages'** and **'Response History'** pages, and the **'Revise/Alternative Response'** button will once again be visible.

The screenshot displays the 'All Content' page in the NC eProcurement system. On the left, a 'Checklist' sidebar shows steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. The 'Event Contents' section on the left lists 'All Content' and 'Welcome to the State...'. The main content area shows a 'Pricing Submittal' section with a text box for 'Attachment A: Pricing Submittal' and a file upload area for 'Attachment A Pricing Submittal Workbook.xlsx'. A yellow callout box with an arrow points to the 'Submit Entire Response' button at the bottom of the page. The button is highlighted with a red border. Other buttons visible include 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

## IX. Submitting Alternate Responses

Vendors can submit as many Alternate Responses as necessary. For example, maybe the pricing for a set of items in one color is different than the pricing for those same items in another color, and they want the Sourcing Agent to consider both bid responses. The vendor will submit a bid response for the first set of items in the normal fashion, and then they will attach all bid response information for the second set of items in a compressed file to the bottom of the same Sourcing Event. If a vendor needs to submit multiple Alternate Responses for the same Sourcing Event (i.e., a minimum of three total responses), they will create subfolders for each Alternate Response in one compressed file and submit them all together.

- Vendors will find the **'Alternate Response'** subsection at the end of Section 6 (the exact subsection differs based on the type of Solicitation to which they are responding). It is important that all portions of their primary response have been entered into the tool before proceeding.
- Save the Alternate Response files, including a separate completed and signed Solicitation Document and Pricing File for each Alternate Response, in a Compressed Folder. Be sure to name each file in the folder so it can be clearly identified by the Sourcing Agent, and give the overall Compressed Folder a name that indicates it contains documents pertaining to an Alternate Response.

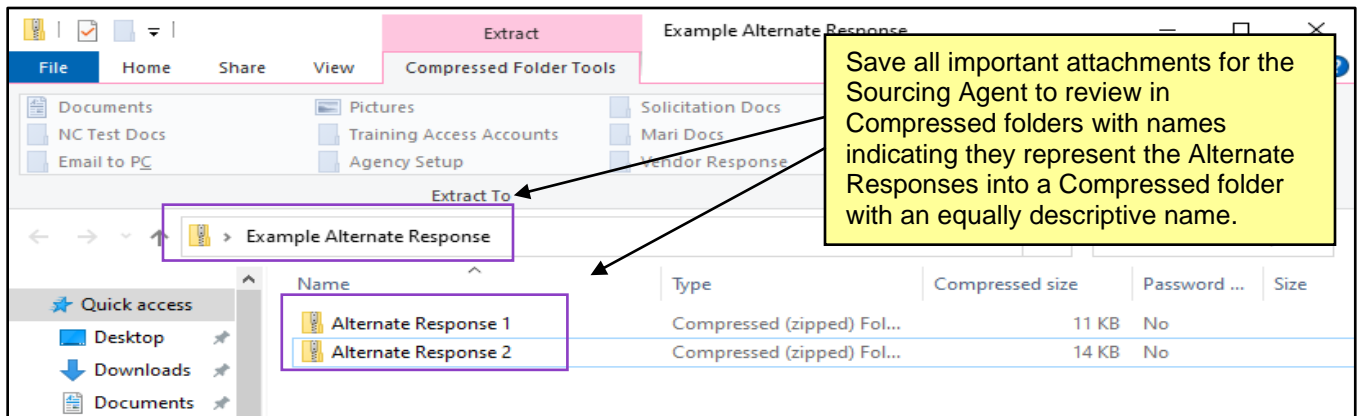
### Notes:

- For most MS Windows users, a quick way to save a document into a Compressed Folder is to right-click on the document(s) needing to go into the folder, move the cursor down to **'Send to,'** and select the option for **'Compressed (zipped) folder,'** at which point other documents can be added, and the folder can be renamed.
- If a vendor is submitting multiple Alternate Responses, the documents respective to each Alternate Response should be saved in separate, clearly-named subfolders within the same Compressed folder.

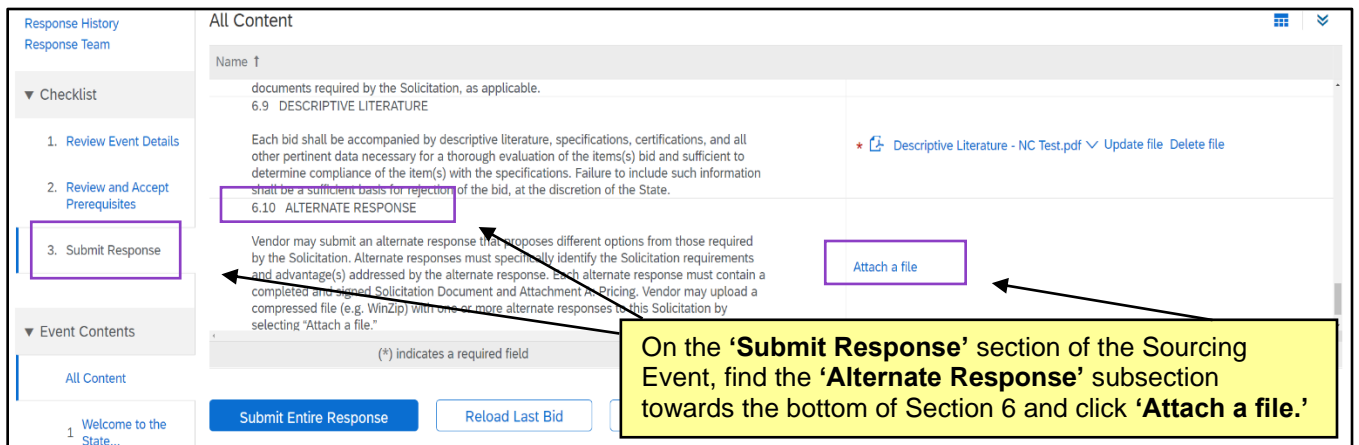


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## Responding to a Sourcing Event



3. Navigate back to the **'Alternate Response'** subsection in Section 6 (in the screenshot below, it's subsection **6.10**, but this may differ based on the type of Solicitation to which the vendor is responding) and click the **'Attach a file'** link. Select the Compressed Folder with the Alternate Response attachments from the desktop and click **'OK.'**



4. The Compressed Folder will now show as attached. If no other changes are necessary and all content has been reviewed for accuracy, click the **'Submit Entire Response'** button. Once the bidding **'Due Date'** arrives, the Sourcing Agent will be able to view the primary bid or proposal response along with any Alternate Responses.

